

TITLE

Central Highlands Regional Council Emerald Saleyards Coordination Committee.

PURPOSE

The Emerald Saleyards Coordination Committee is chaired by Council and is a reference group established as a forum for communication on matters relating to the Emerald Saleyards. The role of the reference group is to provide a structured communication mechanism between Council, Saleyards Management and Staff, Emerald Livestock Selling Association, Agforce and other relevant stakeholders. The Reference Group is also an opportunity for the community to bring matters relating to the Emerald Saleyards to the attention of Council and for the Council to disseminate its intentions in respect to the activities and management of the Emerald Saleyards.

OBJECTIVES

For Council representatives and stakeholders to meet and engage with industry and Government representation on matters related to livestock activities conducted at Council's Emerald Saleyards, including:

- saleyard livestock management
- saleyard infrastructure
- policy development and review
- sustainability – to ensure all decisions and future planning considers a balance of economic and environmental elements
- promotes a forum for ideas for actions, initiatives that are genuinely what stakeholders want, and it fits into the Masterplan of the Emerald Saleyards
- stakeholder engagement and responsibilities in the implementation of Council's Saleyards Business Plan and Asset Management Plan
- general government liaison with respect to other livestock issues.

PRINCIPLES AND PROTOCOLS

In order to deliver on strategic objectives and planned activities the committee members must work in a collaborative manner in raising concerns, agreeing on tasks and actioning tasks. Members recognise shared accountability and shared responsibility for success.

All Emerald Saleyards Coordination Committee members will ensure there is appropriate and suitable representation at committee meetings unless alternative arrangements such as apologies and reports have been submitted prior to the meetings.

Emerald Saleyards Coordination Committee members shall share information by circulating any information prior to the meeting thereby allowing fellow members time to consider the information.

The responsibility for normal day to day operational matters for the Saleyards facilities will be handled through the normal management structure of Council.

COMMITTEE MEMBERSHIP

Membership of the Emerald Saleyards Coordination Committee shall consist of:

Chairperson: Councillor, Central Highlands Regional Council
Members: Councillor, Central Highlands Regional Council
Councillor, Central Highlands Regional Council
General Manager Customer and Commercial Services, Central Highlands Regional Council
Saleyards Manager, Central Highlands Regional Council
Representative – AgForce Qld
Representative – Emerald Livestock Selling Association
Representative – The Livestock and Rural Transporters of Queensland Inc
Representative – Processor / Livestock Buyer

QUORUM

The Quorum for the Emerald Saleyards Coordination Committee will be 5 members. If the Chair is unable to attend a meeting, another Councillor will assume the chair.

CONFIDENTIALITY

Members of the committee are to respect the confidentiality of information and documents to which they have access in the course of or arising from their engagement with the Emerald Saleyards Coordination Committee.

Members must not, during their engagement with the committee, directly or indirectly use or disclose (or attempt to use or disclose) any Confidential Information for any unauthorised purpose, including any benefit to themselves or any other person.

Members must ensure secure custody of Confidential Information in their control or possession, and use best endeavours to prevent the use or disclosure of Confidential Information by any person.

These restrictions do not apply to:

- information that is used or disclosed with Central Highlands Regional Council's prior consent;
- information that is required by law to be disclosed; or
- information that is in the public domain.

If members are uncertain about whether information is confidential information, they must immediately seek guidance from Council's General Manager Customer and Commercial Services or Manager Governance. Until an answer is received, information is to be treated as Confidential Information.

Confidential Information is any information identified or marked as confidential by Central Highlands Regional Council (including information provided prior to the date of endorsement of these terms of reference), For the purposes of this definition, includes (but is not limited to):

- trade secrets of Central Highlands Regional Council
- Central Highlands Regional Council's policies, systems and protocols
- information about the business and affairs of Central Highlands Regional Council such as pricing information, marketing or strategic plans, commercial and business plans, financial information and data, and operational information and methods
- information about clients or customers of Central Highlands Regional Council, such as their specific requirements, arrangements and past dealings with Central Highlands Regional Council
- confidentiality shall remain until such time as all of the Confidential Information has fallen into the public domain or until agreed otherwise in writing by Central Highlands Regional Council.

CONFLICT OF INTEREST

Where a member of the committee has a prescribed conflict of interest in a matter, the member must not participate in a decision relating to the matter and must inform the meeting of the interest, including prescribed particulars, as appropriate. The member must not participate in a decision relating to the matter and must inform the Local Government meeting or Chief Executive Officer (or delegate) of the interest, including prescribed particulars, as appropriate.

If a member has a declarable conflict of interest, the member must stop participating and not further participate in the decision and must inform a Local Government meeting or the Chief Executive Officer (or delegate) of the declarable conflict of interest, including prescribed particulars. Unless the member voluntarily decides not to participate in the decision, eligible members must, by resolution, decide whether a member with a declarable conflict of interest may participate in the decision and may also impose conditions on the member's participation.

MEETING FREQUENCY

The frequency of these meetings shall be quarterly (every three months), unless otherwise determined by the General Manager Customer and Commercial Services, Central Highlands Regional Council in consultation with the Chairperson.

AGENDA

Discussion at the Emerald Saleyards Coordination Committee meetings will be controlled through an agenda. Agenda items can be submitted for consideration by any committee member and should be submitted seven days before the meeting. The agenda will be circulated to all committee members five days prior to the meeting.

CONDUCT OF MEETINGS

The Emerald Saleyards Coordination Committee will formulate and make recommendations in a consensus decision making approach in an acknowledgement of the membership and role that the advisory committee plays in Council's decision-making framework. The committee may invite other parties to the meeting based on matters of interest in the pursuit of the committee objectives.

RECORDING OF MINUTES

Accurate and concise minutes will be recorded at each meeting and all agreed actions should include the responsible person's name and an action by date. The minutes will be distributed to each advisory committee member prior to the next meeting where they will be accepted as a true and accurate record at that meeting. Minutes will be reported to the Council and then made available to the public through Council's website.

RESPONSIBILITIES OF COMMITTEE MEMBERS

The responsibilities of the committee members are:

- attend meetings in person or by telephone conference where appropriate
- prepare and present reports as requested by the Chairperson
- provide details of any prescribed or declared conflict of interest
- assist with development of strategies to improve the sustainability and improvement of the saleyards facility.
- actively promote discussion within the community and source feedback.

ADMINISTRATIVE SUPPORT

Central Highlands Regional Council will provide administrative support to the function of the Emerald Saleyards Coordination Committee through:

- preparation and distribution of agenda for meetings
- administrative arrangements for meetings
- maintenance of a rolling register of interests for committee members
- ensures all Advisory Committee records are maintained in Council's record keeping systems
- ensures information is accessible to all committee members
- minutes of proceedings taken and distributed in a timely manner
- ensure relevant information is placed on Council's website in a timely manner and kept up to date.

DISPUTE RESOLUTION

In the event of any dispute, all parties concerned should meet, discuss and resolve the matter as soon as possible. If the parties are unable to resolve the dispute, they must hold a meeting in the presence of a person nominated by Central Highlands Regional Council.

MODIFICATION OF TERMS OF REFERENCE

The Terms of Reference may be altered by including the proposed modification on the agenda for a meeting. For the modification to occur there needs to be an agreement between the Emerald Saleyards Coordination Committee members and approval to the change by Central Highlands Regional Council. The Terms of Reference will be reviewed annually at the end of financial year.

ANNUAL EVALUATION OF ADVISORY COMMITTEE EFFECTIVENESS

The Emerald Saleyards Coordination Committee will nominate a person at the end of each financial year to undertake a review to evaluate its effectiveness and determine if:

- objectives are being met or need to be amended
- advisory committee's effectiveness is improving or deteriorating
- members regularly attending meetings
- the Terms of Reference require review.

DOCUMENT CONTROL SECTION

Version	Purpose of Review	Date of Review
1	Adoption of Charter	09/11/2014
2	Annual review of Charter	11/07/2016
3	Correction of Details	20/09/2016
4	Annual review of Charter	11/09/2017
5	Committee Review	15/06/2020
6	Finalisation Committee Review June 2020	September 2020